

## RENEWAL AGREEMENT FOR FY 2008-2009 NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS

**All attached materials must be received by May 9, 2008 to assure approval before the July 1, 2008 date.**

It is the intent of the undersigned parties to acknowledge that the Food Service Agreement and policy statement of the National School Lunch Program, including the Breakfast Program, Special Milk Program, After School Snack Program and Commodity Program, as applicable, remains in effect for the School Year 2008-2009.

This Agreement assures that the sponsor will operate its National School Lunch, Breakfast, Special Milk, After School Snack Program and Commodity Programs, where applicable, in accordance with USDA Regulations, 7 CFR, 210, 220, 215, 245, and 250, and others as applicable.

- 1) Free and Reduced Applications: All free and reduced applications and master lists for FY 2008-2009 will be physically separated into files by free, reduced, and inactive categories. The application, parent letter, and press release will be used as received, without change, unless prior permission is received from the Idaho State Department of Education. All records must be kept for three years beyond the current year. Any changes in counting or collecting will be reported to the State Agency for approval.
- 2) Menu Planning Methods: The SFA sponsor is signing to ensure that he/she is taking responsibility for seeing that the Menu Planning System marked is implemented correctly and in accordance with present regulations. You must notify the State Agency before you change your Menu Planning System from one to another (i.e., from Food Based to NSMP).
- 3) The person signing the claim form for the sponsor is signing to ensure that he/she is taking responsibility for seeing that the claim is correct and in accordance with present regulations. Edit checks will be done daily at each school to see that there are no over claims in free, reduced, or paid categories. Be sure to include all individuals on this form who will be responsible for signing the reimbursement claims.
- 4) Verification must be completed by November 15.
- 5) The site reviews of the meal counting systems must be done by February 1.

**REMINDER: THE SAME PERSON CANNOT BE BOTH FAIR HEARING OFFICIAL AND THE PERSON IN CHARGE OF APPROVING APPLICATIONS.**

The Sponsor's designated Fair Hearing Official for FY 2008 - 2009 is:

Name: \_\_\_\_\_ Title \_\_\_\_\_

<p>Signatures of local SPONSOR'S Governing Officers <b>(both Supervisor and Superintendent/Exec. Officer must sign)</b></p> <p>On _____ month, day, year</p> <p>By: _____ Food Service Supervisor Signature</p> <p>_____ Superintendent or other Exec. Officer Signature</p> <p>_____ Sponsor Name and Agreement Number</p>	<p style="text-align: center;">STATE DEPARTMENT USE ONLY</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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**EVERY YEAR YOU MUST LIST ALL PERSONS (including Food Supervisor's name) WHO WILL BE AUTHORIZED TO USE CNP 2000.**

**CNP 2000 Authorized Signers:** (Only authorized signers can change applications, submit reimbursement claims, and sign forms. For security reasons contact us immediately with any changes).

A.	_____	_____	_____
	(Print or Type Name)	(Title)	(Signature)
B.	_____	_____	_____
	(Print or Type Name)	(Title)	(Signature)
C.	_____	_____	_____
	(Print or Type Name)	(Title)	(Signature)

Please attach additional page if necessary.

Any authorized signers listed above who are new this year must complete and return hard copy of the User Authorization Form.

**NOTE: Individuals not listed on this authorized signer form will be changed to inactive in CNP 2000.**

**As it is your responsibility to enter information into CNP 2000, it is imperative that you DO NOT share your password. Every person is required to have their own user name and password on file with the State Agency. If you need to complete a User Authorization form, you can find it on our website. Remember to complete the Termination of Access whenever someone is no longer authorized.**

**Reminder: Food Service Management company employees are not authorized to enter reimbursements.**